Georgia Department of Transportation

Job Qualifications for Consultant Services "Negotiation Services"

Consultant Activity Negotiation Minimum Qualifications

Job Description

Under the supervision of the District ROW Acquisition Manager and the Consultant Program Manager, the Consultant will negotiate for the acquisition of necessary public rights of way in accordance with the Uniform Act and in compliance with the rules and regulations of the Georgia Department of Transportation.

Minimum Qualifications

GA Real Estate Sales License or Brokers License

Three years full time work experience in ROW Acquisition or thru certification from the International Right of Way Association (IRWA) in the disciplines of Right of Way Negotiation/Acquisition (R/W-NAC) and Right of Way Relocation Assistance (R/W-RAC). A portion of this work experience must have occurred within the past 5 calendar year period.

Knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (as amended), also known as the Uniform Act and knowledge of Title 49 Code of Federal Regulations, Part 24

Ability to read and comprehend ROW and construction roadway plans

Qualifications Statements

1. Consultant must possess a current Georgia Real Estate Sales License and must be affiliated with a Georgia Real Estate Broker or possess a Georgia Real Estate Brokers License in compliance with Georgia Law OCGA; 43-40.

- 2. Consultant must possess the knowledge and ability to perform ROW Negotiation Services for both State and Federally funded projects. Must have knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and Title 49, Code of Federal Regulations, Part 24. This knowledge and ability must be acquired through a minimum of **three** years full-time work experience performing negotiation services or thru certification from the International Right of Way Association (IRWA) in the disciplines of Right of Way Negotiation/Acquisition (R/W-NAC) and Right of Way Relocation Assistance (R/W-RAC). Written references are required.
- 3. Consultant must have the ability to read, comprehend and complete the required and necessary forms/documents/reports/titles used in all ROW Negotiation activities related to the Uniform Act and the Scope of Services for the Negotiation Contract.
- 4. Consultant must have the ability to read, comprehend and analyze complex real estate appraisals and specialty reports. Possess the ability to write legible, effective and concise justifications regarding property settlements to present to the Acquisition Manager for review and possible approval.
- 5. Consultant must be capable of presenting offers in a timely manner to property owners or any other persons that have any interest in the property being acquired for any acquisitions in accordance with the Uniform Act and the Scope of Services for the Negotiation Contract. Clear oral and written communication skills are required for negotiation services.
- 6. Consultant must have the ability to read, comprehend, present and explain any and all ROW and construction roadway plans used in ROW Negotiations to an audience that may include an extremely wide segment of society that possesses an extremely varying knowledge of such information.
- 7. Consultant must have the ability to thoroughly record and legibly document all ROW Negotiation activities that occur which may include, but is not limited to: phone calls, individual meetings, multiple-party meetings, settlement agreements, counter proposals, objections to any

matters of record or issues presented, justifications contradictory to or in support of any issues, legal proceedings, and matters of title to property.

- 8. Consultant must demonstrate either verbally or in writing through a minimum of ten (10) examples of previously completed work, the ability to perform ROW Negotiation Services for federally funded projects administered under the Uniform Act and as identified in the Negotiation Scope of Services.
- 9. Consultant must have the ability to work well under pressure with any and all others that may be involved in any Negotiation matter while displaying at all times professionalism and determination to resolve and bring to closure any Negotiation proceedings either through a settlement agreement or through condemnation proceedings.
- 10. Consultant must maintain all educational and license requirements as so identified for this service.